



How To Assist Your BOSS Program

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MWR BOSS Program Manager



Education and Training

- BOSS Conference
 - Installation and Army-wide level
- Let them know their roles
 - Job Descriptions
 - Expectations
 - Create a solid line of communication
 - Program Planning
- Financially
 - Budgeting
 - Reading a Financial Statement
- Marketing
 - Flyers, Posters, Banners, Advertising
 - Sponsorship



Guidance

- Community Service
 - Guidelines
 - Listen to Ideas
- Well Being
 - Who to contact when they have questions
- Leisure and Recreation
 - Events should be based on the wants and needs of single soldiers
- How to Plan a Program
 - Start to Finish
 - After Action Reports



Attend Meetings

- Devote time and effort
 - Make yourself available during BOSS meetings
 - Meet and Greet
 - Talk about upcoming programs
 - Discuss agenda for meeting
 - Preparing meeting minutes



Inspire and Motivate

- Positive encouragement for BOSS Staff
 - Praise
- Teamwork and Partnering
 - Staff works together
- Brainstorming Sessions with Staff
 - Be flexible and open-minded
- Recognition for Achievements
 - Certificates and awards



Communication

- Weekly Meetings
- BOSS Program Manager Open Door Policy
 - Be approachable
 - Listen to concerns, ideas, suggestions
- Email and Correspondence Etiquette
 - Review
- Public Speaking
 - Toastmasters Course
 - Critique meeting, as well as briefings



Set Goals

- Goals
 - Build Participation
 - Add New and Innovative Programs
 - Training
 - Increase Incoming Generating Events



**Lead By
Example!**



Team Work

“Together We Make A Difference!”